

**RULES
OF
TENNESSEE DEPARTMENT OF HUMAN SERVICES
ADMINISTRATIVE PROCEDURES DIVISION**

**CHAPTER 1240-5-7
THE HEARING REPORT**

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1240-5-7-.01	Contents of Report	1240-5-7-.02	Record of Oral Proceedings
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1240-5-7-.01 CONTENTS OF REPORT. The hearing report shall be available to the appellant or his/her representative at any reasonable time. The report shall include:

- (a) All pleadings, motions, and intermediate rulings;
- (b) Exhibits;
- (c) A summary of the oral testimony plus all other evidence received or considered, stipulations, and admissions;
- (d) A statement of matters officially noted;
- (e) Questions and offers of proof, objections, and rulings thereon;
- (f) Findings and conclusions;
- (g) Initial order entered by the Administrative Judge/Hearing Officer;
- (h) All staff memoranda or data submitted to the Administrative Judge/Hearing Officer or members of the agency in connection with their consideration of the case;
- (i) Matters placed on the record after an ex parte communication.

Authority: TCA § 4-5-319. **Administrative History:** Original rule filed January 19, 1977; effective February 18, 1977. Amendment filed December 17, 1982; effective March 16, 1983.

1240-5-7-.02 RECORD OF ORAL PROCEEDINGS. A record (which may consist of a tape or similar electronic recording) shall be made of all oral proceedings. Such record or any part thereof shall be transcribed on request of any party at his/her expense or may be transcribed by the agency at its expense. This record shall be maintained for a period of time, not less than three years.

Authority: TCA ' 4-5-319. **Administrative History:** Original rule filed January 19, 1977; effective February 18, 1977. Amendment filed December 17, 1982; effective March 16, 1983.